

Prospectus Components and Guidelines

The *Prospectus* (maximum 5 pages) will describe the basic elements of the applicant's plan for establishing a charter school. The *Prospectus* will be reviewed and evaluated by the sponsor to determine if the sponsor will accept a full application. The sponsor reserves the right but is not obligated to request additional information based on the Prospectus prior to determining whether to accept a full application. Additional reviews, such as professional consultant evaluations, interviews and due diligence on programs the applicant proposes to use, also may be conducted.

A thorough *Prospectus* at a minimum addresses the following:

- The school's mission.
- The target student population
- The school design? (If is a replication of an existing model, include links to websites and performance data. Include contact information of existing school(s).)
- A day in the life of the school for students, staff, parents, etc.
- Academic, operational, financial outcomes
- Evidence for or explanation how the school design can produce those outcomes
- The school's innovation
- The founding team (501c3 Charter School Board and any identified staff) and their capacity to open and operate the school.

Prospectus Format

- Submitted only electronically via email PDF
- No minimum length, strict maximum of 5 pages
- All pages should be numbered
- One-inch margins on all sides
- Minimum 11-point font
- Times New Roman font
- All spelling and grammar must be correct.
- Spacing may not be more compact than standard single space
- No attachments or ancillary documents
- Provide embedded links to research, charter management organizations and existing schools as applicable.